

# Little Traverse Bay Bands of Odawa Indians

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## Job Posting

**Job Title:** Odawa Fisheries, Inc. (OFI) General Manager  
**Department:** Odawa Fisheries Inc.  
**Reports To:** Odawa Fisheries, Inc. Board of Directors  
**Status:** Exempt  
**Salary Range:** \$37,030-\$42,584  
**Level:** 4  
**Open:** August 22, 2012  
**Close:** Open until filled

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**SUMMARY** The General Manager is responsible for the implementation of strategies set by the OFI Board. The focus is on improving operating procedures and to increase profits as well as creating organizational efficiencies. Direct experience in Marketing and Sales of fish products and fish processing plant operations is required. The General Manager will plan, direct, and coordinate the day-to-day operations of OFI, Inc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plan, develop and implement strategy for operational management and develop so as to meet agreed organizational performance plans within agreed budgets and timescales (covering relevant areas of operation, sales, distribution, administration, and accounting)
- Establish and maintain appropriate procedures and systems for measuring necessary aspects of operational management and development.
- Work with Tribal accounting in accurately presenting financial operations so that monthly, quarterly and annual financial statements can be produced.
- Monitor, measure and report on operational issues, opportunities and development plans and achievements within agreed formats and timescales.
- Develop and implement Marketing and Sales Plan for OFI fish products to domestic and foreign markets.
- Evaluate capital expenditures needed to operate the business including evaluating lease vs. rent vs. purchase decisions.
- Manage and control departmental expenditure within approved budgets.
- Coordinate with other functional/departmental areas such as Tribal Natural Resources, the OFI Board, the City of Mackinaw and Tribal Council, so as to understand all necessary aspects and needs of operational development, and to ensure they are fully informed of operational, objectives, purposes and achievements as well as good-status standing as it relates to cleanliness of the operation.

- Maintain awareness and knowledge of contemporary operational development theory and methods, including the safe preparation, handling and storage of raw meat products and provide suitable interpretation to supervisors and staff within the organization.
- Contribute to the evaluation and development of operational strategy and performance in cooperation with the Board of Directors.
- Ensure the staff is trained and observes all organizational standards and requirements for quality management, health and safety, legal stipulations, environmental policies and general duties.
- Manage and develop direct reporting staff
- Other duties as assigned by the Board of Directors

### **EDUCATION and/or EXPERIENCE**

- A Bachelor's degree in Business or related field in Marketing
- 5-8 Years of experience in the Fishing Industry
- 3-5 Years Executive Level Management experience
- 3-5 Years Seafood Marketing & Sales experience
- 3-5 Years Seafood Processing Plant Operations experience
- Direct Enterprise Profit & Loss responsibilities
- Quality Communication Skills and Team Player
- Must possess computer skills. Proficiency in Microsoft Word, Excel and Email is required.
- Excellent interpersonal, guest service, leadership, communication, analytical, decision-making, presentation and problem-solving skills are required.
- Skills and experience in budget preparation and fiscal management.
- Project management skills and experience preferred
- Capable of supporting multiple tasks and projects simultaneously
- A combination of education and experience will be considered in reviewing qualifications

### **COMMENTS**

Indian preference will apply.